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12 June 1970

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Program Assistance to the Deputy Director
for Intelligence

1. Assistance to the DDI continues in the taking of a physical inventory of component records holdings. The OCI inventory has been machine processed, and runs have been made as to schedule item and number, records subject, retention classification, physical form, and equipment type. As the result of this medium of analysis, the OCI records control schedule is to be revised into a more meaningful and comprehensive document. The DCS inventory has been completed, and is to be machined in the near future. The other components are in varying stages of inventory taking or preparation of data for machining.

2. The CRS records control schedule has undergone rather intensive further review and as a result several meetings have been held with CRS personnel for the purpose of further revising the schedule in order to tighten disposition instructions, combine common items. It is also proposed to place the CRS schedule in the DDI information system. This will be done through Optical Character Recognition techniques through source document input. It is also proposed to convert the shelf lists and information on jobs in the Archives and Records Center into the DDI information system by O.C.R. input. Preliminary discussions have been held with the DDI Planning Staff and other concerned offices and individuals. The SPINT job is also to be machined as a means of indexing the special intelligence records of interest to the continuing responsibility of IRS/SIGINT. Archives and Records Center Requirements are to be included in this data base.

3. The supervision of the SPINT retirement project has been turned over to the DDI/IRS/RMO.

4. Assistance has also been provided the DDI/RMO in his efforts to further reduce the indefinite and temporary holdings in the Records Center. Meetings are being held within the coming weeks with OBGI personnel with respect to the revision of the system for the indexing and stock records for maps, with the objective being to reduce storage requirements in supplemental distribution. If feasible, this system will also be converted to automatic data processing and include usage and minimum stock level parameters.

5. The DDS&T/RMO was assisted in the briefing of DDS&T personnel in preparation of the records inventory. This inventory is being accomplished in DDS&T as last year for conversion to automatic data processing. The same procedure and system is that being installed in DDI.

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